# **CONCORD POLICE DEPARTMENT**

CONCORD, NEW HAMPSHIRE

## John F. Duval Chief of Police



**Annual Report FY 2013** 

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### **MISSION STATEMENT**

The mission of the Concord Police Department is to protect life and property, maintain order and attempt to resolve the community's needs by coordinating the required resources.



## **VISION STATEMENT**

The success of the Concord Police Department is dependent on a shared vision. In order to create an environment in which our employees are proud to work, it is vital that we encourage open communication, individual responsibility, cooperation and respect among the various divisions within the department.

Through this positive interaction we will uphold and promote the essence of Esprit De Corps.

- We will strive to be a highly regarded professional organization
- We will forge a partnership with the community through trust, honesty and integrity.
- We will respect the rights and dignity of all individuals.

Through a process of continuous improvement we will plan for a future enhanced by technology, education and training, remaining open to new ideas and concepts in law enforcement.



John F. Duval Chief of Police

# City of Concord, New Hampshire

POLICE DEPARTMENT

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November 1, 2013

I am pleased to present the Fiscal Year 2013 Concord Police Department Annual Report for review.

Our intention with this report is to provide an overview of the Department. Included in this report is a review of several service indicators, the FY14 Department Budget goals, our FY13 Budget goals and our performance related to them, a summary financial report, and a detailed position listing. It is our hope that this report will be of assistance to those reviewing it.

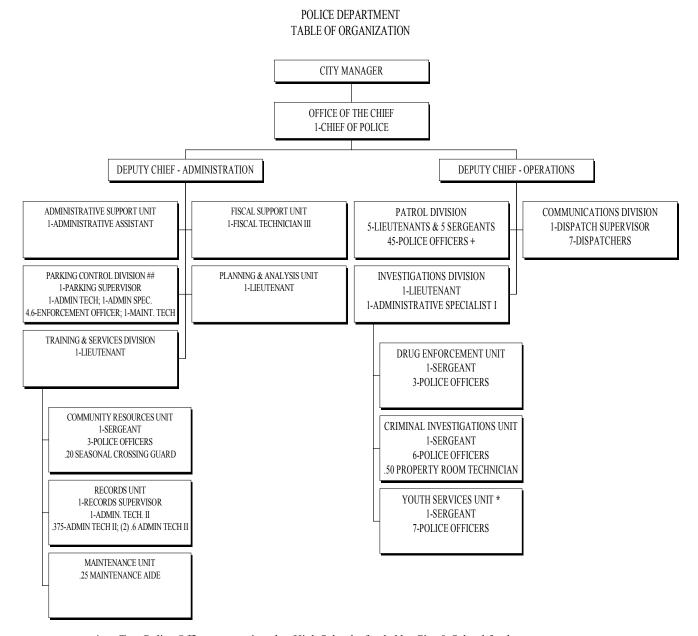
The men and women of the Concord Police Department work very hard to provide quality police services to this community. Their commitment to excellence is expected by the citizens of Concord and as a result, the city continues to be a safe place to live, work and visit. I am proud of our performance and look forward to serving this community in the year ahead.

Thank you for your interest in our organization and I welcome any questions or comments regarding our Department.

Sincerely,

John F. Duval Chief of Police

#### 2014 OPERATING BUDGET



- \* Two Police Officers are assigned to High Schools, funded by City & School funds.
- ## The Parking Control Division is funded by the *Parking Meter Fund*.
- + FY14, three Police Officer positions are partially funded by COPS grant.

<u>SEI</u>	RVICE INDICATORS	Actual <u>2011</u>	Actual <u>2012</u>	Actual <u>2013</u>	Estimated 2014
1.	Total Calls for Service	56,546	61,389	60,244	62,500
<i>2</i> .	Total Part I Crimes <sup>1</sup> -Reported	1,431	1,740	1,319	1,500
3.	Index Crime Rate <sup>2</sup> based on UCR Reporting				
	<ul> <li>Violent Crime Rate</li> </ul>	249	312	217	220
	<ul> <li>Property Crime Rate</li> </ul>	3,085	3,742	2,857	3,300
4.	Total Part II Offenses	4,455	4,530	4,612	4,550
5.	Total Crimes against Persons <sup>3</sup>	1,040	1,132	973	1,100
6.	Total Property Crimes <sup>4</sup>	2,351	2,742	2,307	2,650
7.	Total Crimes Against Society <sup>5</sup>	1,300	1,216	1,343	1,300
8.	Total State Reportable Traffic Accidents	1,274	1,135	1,159	1,280
9.	Total Traffic Fatalities	2	0	6	0
10.	Total Traffic Summonses Issued	3,985	3,576	3,596	3,900
11.	Total DWI Arrests	139	156	154	180
12.	Drug Abuse Violations (Persons Arrested)	264	189	215	225
13.	Total Drug Related Charges	437	406	462	490
14.	Total Custodial Arrests				
	<ul> <li>Persons Arrested</li> </ul>	2,797	2,837	2,787	2,800
	<ul> <li>Number of Charges</li> </ul>	4,646	4,547	4,471	4,500
15.	Total Sexual Assaults Reported	101	120	92	118
16.	Total Domestic Violence Related Cases	476	500	503	525
	<ul> <li>Domestic Violence Related Arrests</li> </ul>	328	312	329	350
	<ul> <li>Domestic Violence Protective Orders</li> </ul>	282	247	278	305

Murder, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Auto Theft, Arson
 Part I Crimes per 100,000 population
 A crime in which the victim is present and directly involved in the offense.
 Generally speaking, it is a crime in which the victim is not present or directly involved in the offense. Notable exceptions are robbery, pocket-picking and purse-snatching.
 A crime which represents society's prohibitions on engaging in certain types of activities.

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#### **2014 GOALS**

- 1. Continue a comprehensive citywide traffic enforcement strategy and integrate new strategies and alternate resources in an effort to institutionalize behavior change by motorists and make the streets safer for motorists, pedestrians and bicyclists alike, through the following strategies:
  - a. Utilize the Patrol Division to increase Department motor vehicle enforcement activity (citations and warnings) over FY 2103 levels, with an emphasis on hazardous moving violations.
  - b. Strive to increase DWI apprehensions over FY 2013 levels. Utilize any available grant opportunities to focus specific enforcement resources on DWI apprehension.
  - c. Continue to utilize uniformed patrol staff to identify neighborhood traffic issues where enforcement activities can reduce dangerous and illegal behavior. Patrol Commanders shall work with their Patrol Supervisor and Patrol Officers to complete traffic enforcement projects during each 24-week shift cycle.
  - d. Attempt to maintain or reduce the number of Personal Injury accidents in the city from FY 2013 levels by focusing enforcement action on areas most susceptible to this type of collision. Specific attention will be given to Manchester Street, Loudon Road, Pleasant Street and the Route 3 corridors.
- 2. Implement the Motorcycle Unit to help address motor vehicle safety matters and community concerns regarding traffic enforcement in Penacook and Concord.
- 3. Utilize the BIKE Unit to develop creative strategies to address Concord and Penacook neighborhood concerns.
- 4. Attain at least an <u>80</u>% clearance rate for Part I violent crime (Murder, Rape, Robbery, Aggravated Assault).
- 5. Continue with efforts to dispose of found/abandoned property, as well as items of evidence from closed cases from the Police Department Property/Evidence Rooms. Seek to reduce items in storage by 15% over the course of the fiscal year.
- 6. Work in conjunction with the Public Properties Superintendent to identify building maintenance and renovation needs in the short and long term.
- 7. Continue training and educational opportunities for Department personnel in handling calls for service involving domestic violence and incorporate the Domestic Violence Officer in identifying recurrent problems and trends to better focus implementation strategies to address domestic violence.
- 8. Monitor, report upon and pursue all grant opportunities for which the City may be eligible. Take appropriate steps to increase eligibility by working with the State of New Hampshire and other agencies to insure the City is not unwittingly barred from eligibility for current and future programs. Understand and execute all related grant activities and requirements in accordance with grantor terms, including transparency.
- 9. Continue training and education opportunities for Department personnel in handling calls for service involving individuals in mental health crisis. Evaluate the success of the Crisis Intervention Team.

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#### **2013 GOALS STATUS**

- 1. Continue a comprehensive citywide traffic enforcement strategy and integrate new strategies and alternate resources in an effort to institutionalize behavior change by motorists and make the streets safer for motorists, pedestrians and bicyclists alike, through the following strategies:
  - a) Utilize the Patrol Division to increase Department motor vehicle enforcement activity (citations and warnings) with an emphasis on hazardous moving violations to FY 2009 levels.

Status: During FY 2013 the Department issued 3,595 motor vehicle citations and 13,731 written warnings. This compares with 3,579 citations and 13,140 warnings during FY 2012. This is an overall increase in total enforcement for the year of 4%. During this fiscal year the Department has issued 2,292 hazardous moving violations and 8,048 written warnings for hazardous movement.

During this fiscal year the Department implemented its Motorcycle Unit. This unit has not existed for approximately 20 years and with assistance from a grant through the NH Highway Safety Agency a 2013 Harley Davidson Ultra Glide motorcycle has been leased and outfitted. Currently four officers have been trained to operate the motorcycle. The primary purpose of the motorcycle is to address traffic related concerns. The motorcycle has been highly effective in doing this and has been met with overwhelming support both from members of the Department and the public. The Department will continue to utilize this tool as it strives to make the roadways of Concord as safe as possible.

- b) Strive to increase DWI apprehensions to FY 2009 levels. Utilize any available grant opportunities to focus specific enforcement resources on DWI apprehension.
  - Status: During FY 2013 the Department made 154 arrests of impaired drivers. During the same period last year the Department arrested 156 impaired drivers. Over the course of the fiscal year the Department took part in several grant funded programs focused on removing impaired drivers from the roadways. These included participation in the Merrimack County DUI Task Force and City-wide DWI Patrols. The Merrimack County DUI Task Force conducted two sobriety checkpoints in Concord and eight checkpoints in the surrounding towns. During the summer of 2013 the Department will continue to participate in checkpoints scheduled in Concord and the surrounding communities. DWI Patrols will also be taking place throughout the summer. The police department will continue to use a multi-pronged approach to address driving while intoxicated and removing impaired drivers from our roadways.
- c) Continue to utilize uniformed patrol staff to identify neighborhood traffic issues where enforcement activities can reduce dangerous and illegal behavior. Patrol Commanders shall work with their Patrol Supervisor and Patrol Officers to complete traffic enforcement projects during each 24-week shift cycle.

Status: All Patrol Officers are assigned traffic enforcement projects within their patrol sectors. Officers are encouraged to identify problem areas and develop a strategy to attempt to address

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the issue. Officers typically work in conjunction with the Department's Traffic Enforcement Unit and often forward information to the City's Traffic Operations Committee for issues that are beyond the scope of police related enforcement.

Patrol Commanders have been identifying and implementing additional traffic enforcement projects following careful analysis of traffic safety concerns based on accident data and concerns noted by other members of the Department and the community.

d) Attempt to maintain or reduce the number of Personal Injury accidents in the City from FY 2011 levels by focusing enforcement action on areas most susceptible to this type of collision. Specific attention will be given to Manchester Street, Loudon Road, Pleasant Street and the Route 3 corridors.

Status: During FY 2013 the number of reportable accidents investigated by the Department totaled 1,159. This is a small increase of 2% over FY 2012 (1,135 accidents). Personal injury accidents remained consistent compared to last year (FY13 – 245, FY 12 – 246). The Department investigated 5 fatal accidents during the year. These accidents resulted in 6 individuals being killed. Statistics for the Loudon Rd., Manchester St., Pleasant St., and Route 3 Corridors are detailed in the following table.

		Loudon Road	Manchester Street	Pleasant Street	Route 3
FY 13	Total Accidents	256	53	54	116
	Accidents involving injury	56	17	14	25
FY 12	Total Accidents	225	48	71	131
F1 12	Accidents involving injury	48	16	13	24
		Loudon Road	Manchester Street	Pleasant Street	Route 3
Traffic E	nforcement (FY 13)	3170	768	519	2545
Traffic E	nforcement (FY 12)	2798	708	524	2414
% increa	ise/decrease	+13%	+9%	-1%	+5%

2. Continue dedicated Police preventative patrols at an average of seven per shift in Parks, Downtown, Penacook or other areas susceptible to criminal activity.

<u>9-Month Status</u>: During FY 2013 the Department conducted 11,070 preventative patrols totaling 3,798 personnel-hours. This averages to 10.1 preventative patrols per shift.

- 3. Initiate a program to dispose of found/abandoned property, as well as items of evidence from closed cases from the Police Department Property/Evidence Rooms. Seek to reduce items in storage by 20% over the course of the fiscal year.
  - Status: During FY 2013 the Department was able to make a concentrated effort to reduce the quantity of items in the Department's property/evidence rooms. This effort included the addition of a non-sworn, part-time position to assist the property officer in performing his duties as well as focusing on removing property currently stored at the Department. During this fiscal year the Department has removed over 9,490 items from property/storage areas. This is an increase in the number of items removed over FY 2012 by 121%. Currently the Department is removing approximately 60% more items from property/evidence storage than what is being taken in.
- 4. Attain at least an <u>80</u>% clearance rate for Part I violent crime (Murder, Rape, Robbery, Aggravated Assault).
  - <u>Status</u>: During FY 2013 the Concord Police Department cleared 84% of Part I Violent Crime cases (69 total cases 58 Cleared, 7 Not Cleared, 4 Open/Active). As the investigation of the open/active cases concludes the clearance rate may continue to climb.
- 5. Working with key stakeholders in the community, target training and education opportunities for Department personnel, and collaborate towards implementing new strategies for handling calls for service involving domestic violence.
  - Status: The Department's Domestic Violence Unit has been operational since December 2012. The officer assigned to this Unit has been maintaining data on all domestic violence related calls for service that the Department responds to. This officer then follows up with victims and helps to coordinate any resources that may be helpful to the victim. This officer works closely with domestic violence service providers in the community as well as with Victim Advocates at Concord District Court. The Domestic Violence Unit officer has also made several presentations to various community groups addressing the problem of domestic violence in the community and providing information about available resources to help those in domestic violence situations.
- 6. Monitor, report upon and pursue all grant opportunities under the American Reinvestment and Recovery Act (ARRA) and any other program for which the City may be eligible. Take appropriate steps to increase eligibility by working with the State of New Hampshire and other agencies to insure the City is not unwittingly barred from eligibility for current and future programs. Understand and execute all related grant activities and requirements in accordance with ARRA or grantor terms, including transparency.
  - Status: The Department has closed out two of its three Recovery Act grants and only has one remaining. The active Recovery Act grant is the 2010 COPS Hiring Recovery Program grant which funds two police officer positions. The award period for this grant will end in December of 2013. The two Recovery Act grants that have been closed out include the 2009 Recovery Act JAG Grant and the 2009 COPS Hiring Recovery Program Grant. Both of these grants have been fiscally and programmatically closed out, however the retention period for the officers funded under the COPS grants remains in effect for 12 months following the end of the grant period.

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The Department has also applied for, and been approved for, a grant through the Office of Domestic Preparedness – State Homeland Security Program and Law Enforcement Terrorism Prevention Program for the purchase of a specialized response / rescue vehicle. In addition the Department has been awarded \$27,717 as part of the 2013 Justice Assistance Grant Program. This grant will be utilized to purchase technical accident documentation and reconstruction equipment, forensic equipment, as well as defensive tactics training equipment.

The Department will no longer be participating in the NH Attorney General's Drug Task Force or the Enforcing Underage Drinking Laws grant programs as funding for these programs is no longer available.

The Department's Planning and Analysis Unit, working in conjunction with the City's Finance Department, has ensured that all reporting requirements are met in accordance with the conditions of each individual grantor. In addition, all possible future grant opportunities are being explored to determine their applicability to the Department and whether further action is warranted. A number of grant solicitations are expected during the upcoming year and the Department will remain vigilant in seeking out funding through these grants in order to further the Department's goals.

7. Working with key stakeholders, target training and education opportunities for Department personnel and implement new strategies when handling calls for service involving people in a mental health crisis.

Status: Over the course of this fiscal year the Department has conducted extensive research to develop a plan to improve the Department's capabilities in handling calls for service involving people in mental health crisis. Based upon this research the Department established a "Memphis-Model" Crisis Intervention Team. Critical in developing the Department's strategies for this team was input from key stakeholders in the community including Riverbend, the NH Hospital, Community Bridges, and NAMI.

During January of 2013, the Concord Police Department hosted a Crisis Intervention Team training course. This training occurred at Primex and was attended by 20 police officers from communities around NH including Manchester PD, Boscawen PD, Loudon PD, and the Merrimack County Sheriff's Office. The Concord Police Department Crisis Intervention Team currently consists of 6 officers with one sergeant overseeing the Team. The Department is in the process of implementing methods of tracking Team activity as well as documenting successes and shortcomings that may need to be addressed.

8. Continue a regular testing and operations routine for the back-up dispatch center at the Merrimack County Court facility.

Status: On July 18, 2012 a test of the back-up dispatch center at the Merrimack County Court facility was conducted. This test lasted approximately 24 hours as routine maintenance of the Department's dispatch center at Police Headquarters took place. This test revealed several minor deficiencies which have been addressed. As additional deficiencies or issues are identified, corrective action will be initiated. Additional tests of the back-up dispatch center will also be conducted.

## 2014 OPERATING BUDGET

# **BUDGET DETAIL**

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGET
REVENUE						
LICENSES AND PERMITS	\$3,470	\$10,245	\$11,322	\$11,500	\$7,850	\$8,00
FRM DRUG FORFEITURE ACCT	\$0	\$10,000	\$10,277	\$20,000	\$10,000	\$20,000
DRUG UNIT OVERTIME REIM	\$0	\$0	\$16,932	\$15,500	\$10,000	\$0
REPORTS, PRINTS & COPIES	\$34,421	\$31,737	\$28,272	\$34,500	\$34,000	\$34,00
NON-METER PARKING FINES	\$136,044	\$127,629	\$94,971	\$92,000	\$105,000	\$100,00
FALSE ALARM PENALTIES	\$24,250	\$19,224	\$27,037	\$26,000	\$26,000	\$26,00
MISC STATE OF NH	\$0	\$0	\$22,323	\$0	\$0	\$
SPECIAL DUTY ADMIN CHARGE	\$286,920	\$329,227	\$633,513	\$317,420	\$282,960	\$329,14
MISCELLANEOUS	\$24,338	\$9,223	\$10,495	\$7,000	\$28,000	\$12,49
SCHOOL PROGRAMS	\$114,820	\$116,956	\$122,579	\$126,850	\$125,620	\$135,32
TRANS FR TRUST-BUILDING IMPVTS	\$0	\$4,230	\$0	\$0	\$0	\$
Total	\$624,263	\$658,470	\$977,720	\$650,770	\$629,430	\$664,95
APPROPRIATIONS						
COMPENSATION	\$5,864,641	\$6,279,084	\$6,435,000	\$6,327,020	\$6,402,360	\$6,491,31
OUTSIDE SERVICES	\$187,173	\$198,356	\$227,773	\$236,065	\$219,550	\$246,47
SUPPLIES	\$90,198	\$75,406	\$77,415	\$88,290	\$82,800	\$82,50
VEHICLE MAINTENANCE	\$119,495	\$109,878	\$134,609	\$149,350	\$129,960	\$155,62
UTILITIES	\$91,085	\$79,201	\$80,194	\$83,730	\$80,755	\$85,07
INSURANCES	\$162,811	\$177,614	\$151,345	\$209,630	\$211,610	\$248,91
EQUIPMENT	\$122,624	\$140,872	\$118,179	\$103,760	\$103,660	\$140,00
FRINGE BENEFITS	\$2,129,697	\$2,438,134	\$2,874,067	\$2,952,820	\$2,993,900	\$3,360,03
Total	\$8,767,724	\$9,498,544	\$10,098,581	\$10,150,665	\$10,224,595	\$10,809,92

## 2014 OPERATING BUDGET

**BUDGET DETAIL** 

POSITION TITLE	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Chief	1.000	1.000	1.000	1.000
Deputy Chief	2.000	2.000	2.000	2.000
Lieutenant	8.000	8.000	8.000	8.000
Sergeant	9.000	9.000	9.000	9.000
Police Officer	60.000	**64.000	64.000	64.000
Records Supervisor	1.000	1.000	1.000	1.000
Adm. Specialist I	1.000	1.000	1.000	1.000
Adm. Assistant (Office of the Chief)	1.000	1.000	1.000	1.000
Fiscal Technician III	1.000	1.000	1.000	1.000
Adm. Technician II	1.000	1.000	1.000	1.000
Dispatch Supervisor	1.000	1.000	1.000	1.000
Police Dispatcher	6.000	6.000	5.000	**** <u>7.000</u>
Subtotal Permanent Fulltime:	92.000	96.000	95.000	97.000
Property Room Technician	0.000	0.000	***0.500	0.500
Crossing Guards (Summer-Loudon Rd/N. State St)	0.200	0.200	0.200	0.200
Maintenance Aides (temporary)	0.125	0.125	0.250	0.250
Adm. Technician II	1.600	1.600	1.575	1.575
Police Dispatcher	0.800	0.800	<u>1.550</u>	**** <u>0.000</u>
Subtotal Part-time:	2.725	2.725	4.075	2.525
Department Grand Total – Funded Positions	94.725	98.725	99.075	99.525
Authorized but Unfunded Police Officer Positions	<u>*2.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
	96.725	98.725	99.075	99.525

<sup>\*</sup> One position funded through COPS grant (12/2010-12/2013); and one position unfunded.

<sup>\*\*</sup> Federal Grant Funds restored two unfunded Police Officers and provided two new Police Officers.

<sup>\*\*\*</sup> One part-time (.50 FTE) Property Room Technician added in FY 2013.

<sup>\*\*\*\*</sup>Two part-time Police Dispatcher positions upgraded to full-time in FY 2014.